

# SDMS US EPA Region V

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# DUPLICATE

WAM 169763

## USEPA

## WORK ASSIGNMENT FORM

### 1. WORK ASSIGNMENT INFORMATION

Project Name: Sauget Area 1 & 2 Contractor: Ecology & Environment Work Assignment No.: 47-5N60

Activity: TA EPA Contract No.: 68-W8-0086 Revision No.: 03

Date: January 26, 1998 Contractor Control No.: \_\_\_\_\_ Modification No. 135  
(Contracting Officer Use Only)

### 2. DESCRIPTION OF ACTION

<input type="checkbox"/> New Work Assignment  Interim SOW, schedule, and LOE Complete SOW, estimated budget and schedule	<input type="checkbox"/> Interim Amendment  Change in LOE, Scope by task Add additional tasks of funds  <input checked="" type="checkbox"/> Incremental Funding	<input type="checkbox"/> Partial Work Plan Approval  <input type="checkbox"/> Final Work Plan Approval  Approval of work plan Add funds  <input checked="" type="checkbox"/> Amendment to Final Work Plan Approval  Change in LOE, scope of budget by task Add additional tasks or funds	<input type="checkbox"/> Technical Direction Memorandum  Detailed scope, budget and schedule Revise expenditure level Minor shift within SOW  (All changes must be with overall scope, budget and LOE approved by EPA CO)	<input type="checkbox"/> Work Assignment Completion Notification (No Attachment)  Regional determination When signed by CO, this constitutes a stop work order
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### 3. BUDGET INFORMATION

	Total Funding received (\$)*	Interim Budget (IB)		Approved Work Plan Budget		Expenditure Limit (EL)*	
		Technical LOE	(\$)*	Technical LOE	(\$)*	Technical LOE	(\$)*
Current	170,000	0	0	2,061	166,921	2,061	166,921
This Action	25,000	0	0	310	27,097	310	27,097
Total	195,000	0	0	2,371	194,018	2,371	194,018

\* Includes fees      \* Includes fees      \* Includes fees      \* Established by WAM/PO

### 4. WA COMPLETION DATE

Current: February 1998

Revised: \_\_\_\_\_

### 5. EPA COMMENTS:

This action 1) approves WPRR # 1, dated 1/9/98 and 2) provides supplemental funding.

### 6. APPROVALS

Contractor Signatures

Site Manager Firm

Date

Regional Manager Firm

Date

EPA Signatures

Work Assignment Manager, Leah Eyrson

Date

Officer, Stephen Nathan

Date

☒ Approved As Submitted

☐ Approved With Changes

☐ Not Approved

Signature of Contracting Officer, Peggy Henderson

Date Approved

## USEPA

## WORK ASSIGNMENT FORM

## 1. WORK ASSIGNMENT INFORMATION

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	Total Funding received (\$)*	Interim Budget (IB)		Approved Work Plan Budget		Expenditure Limit (EL)*	
		Technical LOE	(\$)*	Technical LOE	(\$)*	Technical LOE	(\$)*
Current	<u>170,000</u>	<u>0</u>	<u>0</u>	<u>2,061</u>	<u>166,921</u>	<u>2,061</u>	<u>166,921</u>
This Action	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>310</u>	<u>27,097</u>	<u>310</u>	<u>27,097</u>
Total	<u>195,000</u>	<u>0</u>	<u>0</u>	<u>2,371</u>	<u>194,018</u>	<u>2,371</u>	<u>194,018</u>
* Includes fees		* Includes fees		* Includes fees		* Established by WAM/PO	

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Contractor Signatures:

Site Manager/Firm \_\_\_\_\_

Date \_\_\_\_\_

Regional Manager/Firm \_\_\_\_\_

Date \_\_\_\_\_

EPA Signatures:

Leah Eyrson  
 Work Assignment Manager, Leah Eyrson

1/26/98  
 Date

Stephen Nathan  
 Project Officer, Stephen Nathan

 Phone (312) 886-4696  
1/26/98  
 Date

☐ Approved As Submitted
 ☐ Approved With Changes
 ☐ Not Approved

Signature of Contracting Officer, Peggy Hendrixson

Date Approved \_\_\_\_\_

cc: 1. EPA PO

2. WAM

3. EPA CO

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION V**

**DATE:** January 25, 1998

**SUBJECT:** WPRR # 1 Approval for Sauget Area 1 and 2 Sites, Sauget, IL [Technical Assistance]  
ARCS-E&E, Work Assignment Number 47

**FROM:** Leah Evison *Leah Evison*  
Work Assignment Manager

**THRU:** Stephen Nathan *Stephen Nathan*  
Project Officer

**TO:** Claudea Heise  
Contract Specialist

I am in receipt of the subject Technical Assistance WPRR # 1, dated 1/9/98. I have reviewed the WPRR # 1 and find that 1) the WPRR # 1 tasks are within the existing SOW, 2) the work described in the WPRR # 1 is technically appropriate and 3) the costs appear to be fair and reasonable for the LOE planned.

This WPRR # 1 is contractor-initiated. This WPRR # 1 was necessary to address the cost increase/decrease or internal budget transfers resulting from changes experienced by the contractor in the implementation of the approved work plan. The changes requested in this WPRR # 1 are discussed below in a task by task format.

1.0 Project Planning

The approved work plan estimated 249 LOE for this task. The contractor proposed 251 LOE in it's WPRR # 1 based on actual LOE incurred for this completed task. The contractor actually incurred 2 LOE more to complete task 1.1 Project Planning in order to deliver the approved work plan. I have reviewed the contractor's basis for requesting this change, and concur that the revised LOE of 251 is justified, reasonable and necessary to implement this task.

2.0 Acquisition of Existing Data

The approved work plan estimated 400 LOE for this task. The contractor proposed 438 LOE in it's WPRR # 1 based on actual LOE incurred to date for this completed task. Because of the unexpected number of records of additional data involved, the IGCE did not accurately reflect the actual effort needed to complete this task. This task taken longer to complete than expected. This is not the fault of the contractor. I have reviewed the contractor's basis for requesting this change, and concur that the revised LOE of 438 is justified, reasonable and necessary to implement this task.

3.0 Property Ownership Tables/Maps

The approved work plan estimated 100 LOE for this task. The contractor proposed 121 LOE in it's WPRR # 1. Once this effort was initiated, EPA was notified that the property was subdivided among more owners than had been anticipated or known based on prior information available. Therefore, while this did not represent an increase in scope, it did represent an increased level of effort necessary to complete the approved task. I have reviewed the contractor's basis for requesting this change, and concur that the revised LOE of 121 is justified, reasonable and necessary to implement this task.

4.0 Technical Data Summary Tables/Maps

The approved work plan estimated 904 LOE for this task. The contractor proposed 1,146 LOE in it's WPRR # 1. Once this effort was initiated, EPA was notified that additional sampling data was available

from other state and local agencies than had been anticipated or known based on prior information available. Therefore, while this did not represent an increase in scope, it did represent an increased level of effort necessary to complete the approved task. I have reviewed the contractor's basis for requesting this change, and concur that the revised LOE of 1,146 is justified, reasonable and necessary to implement this task.

#### 6.0 PRP Records Compilation

The approved work plan estimated 316 LOE for this task. The contractor proposed 323 LOE in it's WPRR # 1. Once this effort was initiated, EPA was notified that additional PRP liability information existed as a result of the efforts completed under other tasks. Thus, additional PRPs were identified than had been anticipated or known based on prior information available. Therefore, while this did not represent an increase in scope, it did represent an increased level of effort necessary to complete the approved task. I have reviewed the contractor's basis for requesting this change, and concur that the revised LOE of 323 is justified, reasonable and necessary to implement this task.

#### General Issues

I have also reviewed the contractor's proposed travel and other direct costs associated with this work assignment. The number and length of trips proposed in the WPRR # 1 appear necessary and reasonable for the effort to be performed. I have reviewed the revised P-level distribution which is reflected below:

	WP	WPRR#1	DIFFERENCE
	2.00%	1.00%	-50.00%
	43.00%	67.00%	55.81%
	36.00%	19.00%	-47.22%
	17.00%	12.00%	-29.41%
	5.00%	6.00%	20.00%

Since the work assignment ended up being significantly more complex than originally anticipated, the contractor's use of [REDACTED] expertise was appropriate in being able to adequately complete the task activities on time with minimal comments/revisions required. Therefore I recommend that this revised [REDACTED] distribution be approved.

Therefore, I recommend that the Contracting Officer approve the WPRR # 1, dated 1/9/98.

**EPA**

United States  
Environmental Protection Agency  
Washington DC 20460  
1998 JAN 22 P 2 38

**PROCUREMENT REQUEST/ORDER**

1. Name of Originator Stephen Nathan		2. Date of Requisition January 16, 1998	
3. Mailcode SM-5J	4. Telephone Number 886-5496	5. Date Item Required ASAP	
6. Signature of Originator <i>Stephen Nathan</i>			
7. Recommended Procurement Method — Competitive — Other than full and open competition. x Sole source small purchase			
8. Deliver To (Project Manager) Leah Evison		9. Address 77 West Jackson Blvd. Chicago, IL 60604	10. Mail Code SM-5J
		11. Telephone Number (312) 886-4696	
12. Suggested Source (Name, Address, ZIP Code, Phone/Contact) John Hawes Radio Shack		14. For Small Purchases Only: Contracting Officer is authorized to exceed the amount shown in Block 26 by 10% or \$100, whichever is less. — Yes — No	

**15. Approvals**

a. Branch/Office SA	Date 1/21/98	a. Branch/Office	Date
b. Division/Office William E. Marino, Supervisor	Date 1/22/98	b. Division/Office	Date
c. Purchasing Agent (Name, Address, ZIP Code, Phone/Contact) (if any) are available and reserved. (Signature and phone number of Certifying Official)		Phone (312) 886-1958	Date 1/22/98

16. Date of Order:	17. Order Number	18. Contract Number (if any)	19. Discount Terms
20. FOB Point		21. Delivery of FOB Point by ON or before (Date)	22. Person Taking Order/Quote and Phone Number
23. Contractor (Name, address, ZIP Code) Ecology & Environment 33 N. Dearborn Suite 900 Chicago, IL 60602		24. Type of Order — a. Purchase Reference your quote (See Block 22) Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including as indicated — b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 19) — Oral — Written — Confirming	

**25. Schedule**

Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price (f)	Amount (g)	Quantity Accepted (h)
	Supplemental funding for technical assistance & PRP Data at the Saugat Area, IL site					\$25,000.00	
	Previous Funding \$170,000						
	This Action 25,000						
	Total 195,000						
Total						\$25,000.00	

EPA Form 1900-8 (Rev. 5-95) Electronic and paper version acceptable. Previous editions are obsolete.		COPY 1 - PROCUREMENT FILE/CONTRACTING OFFICER	
27. United States of America (Signature)		28. Typed Name and Phone of Contracting Officer	
29. Project and Accounting Data		30. Project and Accounting Data	
DCN (6)	Budget/FY	Appropriation Code (6)	Est Org/Code (7)
1. 100	98	T	057
2. 1027			
3.			
4.			
Program Element (9)	Object Class (4)	Amount (Dollars) (Costs)	Site/Project (5)
GBX	2505	25000	0500NS00
29. Project and Accounting Data		30. Project and Accounting Data	

ACTION: R TABLEID: REQL USERID: SAQI

\*\*\* REQUISITION ACCOUNTING LINE INQUIRY TABLE \*\*\*

KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ

REQ NO: 9805SKX027

01- LINE NO: 001	BFY: 98	APPR: T	RPIO: 05	
	BUDGET ORG: 05F	PE: GBX	LINE AMT:	25,000.00
	COST ORG: C001	SITE/PROJ: 0560NS00	CLOSED AMT:	0.00
	BOC: 2505	RPTG CATG:	OBLG AMT:	0.00

LAST CHG STATUS: DESCRIPTION:

02- LINE NO:	BFY:	APPR:	RPIO:	
	BUDGET ORG:	PE:	LINE AMT:	
	COST ORG:	SITE/PROJ:	CLOSED AMT:	
	BOC:	RPTG CATG:	OBLG AMT:	

LAST CHG STATUS: DESCRIPTION:

03- LINE NO:	BFY:	APPR:	RPIO:	
	BUDGET ORG:	PE:	LINE AMT:	
	COST ORG:	SITE/PROJ:	CLOSED AMT:	
	BOC:	RPTG CATG:	OBLG AMT:	

LAST CHG STATUS: DESCRIPTION:

02-\*L009 HEADER CHANGE

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5

DATE: January 12, 1998

SUBJECT: ACTION MEMORANDUM: To Add Funding and LOE to Complete Work  
Assignment #47-5N60 for Technical and PRP Data Summaries -- Sauget Area 1 Pre-NPL  
Site, Sauget, Illinois

FROM: Leah Evison, RPM

TO: The File

PURPOSE

The purpose of this Action Memorandum is to document a request to add funding and LOE to a work assignment to compile, evaluate and summarize technical and PRP data for the Sauget Area sites in Sauget and Cahokia, Illinois.

CURRENT STATUS

The following summarizes the status of the work assignment tasks:

Task 1. Project Management: This task is on-going.

Task 2. Data Acquisition: This task is completed.

Task 3. Property Ownership Tables & Maps: This task is completed except for Site N, which was inadvertently omitted from the original work assignment, and preparation of the final submittal maps and table.

Task 4. Technical Data Summary Tables & Maps: This task is about 2/3 completed.

Task 5. Data Gaps Memorandum: This task is scheduled to begin at the completion of Task 4.

Task 6. PRP Records Compilation: This task is about half completed.

PROPOSED PROJECT/ESTIMATED PROJECT COST AND SCHEDULE

Additional funding and hours are necessary because the numbers of technical records involved in the project are far more than originally estimated by U.S. EPA. Draft documents received to date confirm the great usefulness of the products of this work assignment to U.S. EPA and IEPA. Because of the unexpected number of records involved, the work assignment has taken longer to complete than expected. This is not the fault of the contractor. They are committed to completing the work assignment before the contract expires. However, U.S. EPA has informed the



contractor that Task 5 is the least important of the tasks and it may be omitted if it cannot be completed within the necessary timeframe

The original Independent Government Cost Estimate (IGCE) for this work assignment estimated maximum costs of \$204,208 and maximum LOE of 2,542 hours. The original work assignment was approved for \$170,000 and 2,061 LOE, based on the contractor's proposal. The contractor's new proposed total cost which takes into account the additional number of technical records is \$194,018 and 2,371 hours LOE, which are both less than the maximums estimated by the IGCE.

The contractor has committed to concluding all work in time to be included in the March 1998 billing cycle.

#### RECOMMENDATION

This request has been planned and coordinated with the appropriate offices in the region and with the Illinois EPA, which is the lead Agency for this site. I recommend that \$25,000 and 310 LOE be approved as additional funding and hours to complete and close this work assignment. This would bring the approved work assignment totals to \$195,000 and 2,371 LOE.

cc: Steve Nathan, PO SM-5J

0500  
4/21/98

# APPROVAL FORM TO INITIATE FUNDING PACKAGE

## PART A - COMPLETED BY RPM/WAM/FUND HOLDERS

### SITE FUNDED

1. Site/Project Name Savage's Area 1
2. WasteLAN ID #/State MA EL
3. Operable Unit (OU) # NA
4. Activity/Event Code NPL PRP Search
5. FY/Quarter 98/2
6. Actual Amount \$25,000
7. Budget Source Code Enforcement
8. Funding Vehicle PRCS - E+E
9. What Event/Activity does this project support?

PRP Search

## PART B - COMPLETED BY EXTRAMURAL BUDGET OFFICER/OSF

Line	DCN (Max 4)	Budget/FY (Max 4)	Appropriation Code (Max 4)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)
1	SKX	98	T	OSF	GBX	2505
2						
3						

Amount	Site/Project (Max 8)	Cost Org/Code (Max 7)
1	25,000	0560NS00
2		
3		

SFO

☐

(Max 2)

## PART C - COMPLETED BY RPM/WAM/FUND HOLDERS AND BUDGET OFFICER/OSF

We concur that this information is complete and accurate:

Leah G. Gagnier RPM/WAM/Fund Holder  
Barry White Budget Officer/OSF